

**Mathematics and Science Partnerships Grant  
Program Information  
Due March 3, 2004**

# FAQ

Q.We want to have a summer institute and bring teachers in. Will this grant allow us to pay these teachers stipends?

**A.Yes**

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Q.Does the grant have to be an equal balance of math and science?

**A.No. You may choose Math, Science or both.**

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Q.What is the duration of the grant?

**A.June 1, 2004 thru September 30, 2005**

- ✓ All monies obligated by September 30, 2005
  - ✓ All monies liquidated by October 31, 2005
  - ✓ Program and Fiscal Reports due by November 10, 2005
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Q.How many copies of the grant do I send in?

**A.Send the original and (3) copies.**

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Q.We only have one month to get this application in. What kinds of resources can we use for assessment?

**A.On the OPI Web site Assessment page.** <http://www.opi.state.mt.us/Assessment/index.html>

- ✓ Taglit Information can be used
  - ✓ Eisenhower Study Information can be used.  
<http://www.opi.state.mt.us/PDF/Accred/STATEWIDESURVEY2000.pdf>
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Q.For budgetary purposes, how many partners do we budget for?

**A.All Partners must have a budget.**

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Q.The Budget in the application asks for (3) years of the budget, but you say we only have to budget for (2). Is this correct?

**A.Yes - June 1, 2004 thru September 30, 2005**

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Q.What is part of the (10) page limit?

**A. See below:**

F. Project Narrative and Timeline:

1. Needs Addressed
  2. Program Goals and Objectives
  3. Program Activities
  4. Qualifications of Program Personnel (Include project personnel vitae in appendix)
  5. Institutional Capacity
  6. Follow-up Activities
  7. Coordination with Existing Programs and Initiatives
  8. Research Base to Support Project
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Q.Can a Tribal College without a math, science or engineering department be eligible as the Higher Education Institution?

**A.No. But the Tribal College can be a partner.**

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Q.Can a district apply for the National Grant if they apply for this grant?

**A.Yes.**

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Q.Since there are only (4) Universities, does that mean there will only be (4) grant applications?

**A.No, but each University will need to pick those LEA's who are aligned to them.**

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Q.Since the funds don't have to be expended until Sept 30, 2005, does the two-week institute have to be held this summer?

**A.Yes. If a grantee has the summer institute in the summer of 2005, the grantee will only have the month of September 2005 to do the 4 day follow-up training in order to be compliant with the grant. See below explanation \*\*.**

**\*\*“(2) SUMMER WORKSHOP OR INSTITUTE.— The term ‘summer workshop or institute’ means a workshop or institute, conducted during the summer, that:**

**“(A) a summer institute is conducted for a period of not less than 2 weeks;**

**“(B) includes, as a component, a program that provides direct interaction between students and faculty; and**

**“(C) provides for follow-up training during the academic year that is conducted in the classroom for a period of not less than 3 consecutive or nonconsecutive days, except that—**

**“(i) if the workshop or institute is conducted during a 2-week period, the follow-up training shall be conducted for a period of not less than 4 days; and**



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**“(ii) if the follow-up training is for teachers in rural school districts, the follow-up training may be conducted through distance learning.**

Q.Do the two weeks have to be consecutive? Could one be in June and one in August?

**A. No. See above explanation\*\*.**

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Q.Who is the prime applicant in the partnership?

**A.The prime applicant/fiscal agent for each award must be the entity taking the lead in administering the grant.**

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Q.Will the money for the grant be distributed to the partners?

**A.No. The prime applicant will be administering the grant.**

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Q.How is the high needs status determined?

**A.Click onto the following Web page. All Schools listed are considered high need.  
<http://www.opi.state.mt.us/pdf/TitleI/FinalTitleAllocations2004.pdf>**

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Q. Can the applications be submitted electronically?

**No. Original signatures are required on the application and electronic messaging may fail, thus, no electronic submissions can be accepted (e.g., NO facsimiles, e-mails, or disks).**

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The applications must be postmarked **no latter than March 3, 2004**. Applications should be sent by certified mail.

Return an original and three (3) copies of the application to:

Dennie Munro, Program Officer  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501  
(406) 444-3114  
[dmunro@state.mt.us](mailto:dmunro@state.mt.us)

See below for application outline.



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<b><u>Application Outline</u></b>	<b>Project Narrative &amp; Timeline (10 page limit)</b>	<b>Items in the 20 page limit</b>	<b>Appendices</b>	<b>ITEMS COMPLETE</b>
<b>Description</b>				
A. <u>Cover Page (signature page)</u> : Use the form provided in Appendix A. The cover page should be the first page of the application.			X	
B. <u>Assurances</u> : Use the form provided in Appendix B. <u>Attach the assurances page behind the cover page as the second page of the application.</u>			X	
C. <u>Partnership Agreements</u> : This section shall include a narrative of the roles of the partners and their duties and responsibilities related to the goals and objectives of the project. This section shall provide the scope and scale of the partnership and the demographics of the schools positively impacted by the partnership. This section shall also describe the partnership's governance structure specific to decision-making, communication, and fiscal responsibilities. In addition to this narrative section, each application must append:			X	
1. Partner Identification Form (see Appendix C) for each partner; and			X	
2. Letter of commitment from each partner outlining the role and contributions of the partner and providing evidence that the proposed partnership activities are integral to the partner's instructional mission.			X	
D. <u>Results of Needs Assessment</u> : This section will:		X		
1. Identify and prioritize baseline professional development needs of teachers in partnered school districts and include the number of teachers in these districts who do not meet the state's definition of a highly qualified teacher, disaggregated by grade level or subject area that they teach. This baseline information must be determined using a current (within past 12 months) assessment of teacher quality and professional development needs;		X		
2. Include data of student achievement specific to the target audience. This section will also include a description of the methodologies used to collect this information;		X		



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<b>Description</b>				
3. Describe how the results of the assessments have been used in the establishment of the goals and objectives for this proposal; and		X		
4. Relate priority needs in (1) to student achievement in (2).		X		
E. <u>Abstract:</u> Provide an abstract of the proposal that briefly and concisely describes the program to be implemented and summarizes the intended results of the program. The abstract may not exceed 250 words.		X		
F. <u>Project Narrative and Timeline:</u> The program narrative must include a timeline for the implementation of activities and address each of the following items. The narrative section must be double-spaced and may not exceed ten (10) pages.	X	X		
1. Needs Addressed	X	X		
2. Program Goals and Objectives	X	X		
3. Program Activities and Timeline	X	X		
4. Qualifications of Program Personnel (Include project personnel vitae in appendix)	X	X		
5. Institutional Capacity	X	X		
6. Follow-up Activities	X	X		
7. Coordination with Existing Programs and Initiatives	X	X		
8. Research Base to Support Project	X	X		
G. <u>References</u>		X		
H. <u>Description Alignment to State Content and Professional Development Standards:</u> This section shall describe how the activities included in this program:		X		
1. Provide instruction to teachers at a level beyond the level of content they are expected to teach to students;		X		
2. Model instructional strategies that will provide teachers with the methodologies to effectively improve student achievement; and		X		



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<b>Description</b>				
3. Align activities to state and national professional development standards for the content area.		X		
I. <u>Evaluation and Accountability Plan:</u> Describe the plan that will be used to evaluate the program during each year of the program. This plan must include:		X		
1. Measurable objectives and annual targets that describe progress toward meeting the goals and objectives established in response to the comprehensive needs assessment and reducing the number of teachers who do not meet the definition of a highly qualified teacher;		X		
2. Measurable objectives to increase the number of mathematics and science teachers who participate in content-based professional development activities; and		X		
3. Measurable objectives for improved student academic achievement on Montana mathematics and science assessments.		X		
J. <u>Budget:</u> Use the form provided in Appendix D.			X	
K. <u>Budget Narrative:</u> The budget narrative should describe the basis for determining the amounts shown on the budget page. The budget narrative may be single-spaced. Both the budget and the narrative should be aligned with the activities described in the proposal narrative, and should justify effective and efficient use of funds, and describe clearly the full range of resources that will be used to accomplish the goal of the project.		X		

